

IDAHO COUNCIL ON CHILDREN'S MENTAL HEALTH

Recommendation #3A: The ICCMH will establish a protocol for the dissemination of information and for receiving input and questions from stakeholders. The protocol will, at a minimum, include the creation of an electronic bulletin board, use of public meetings, posters and other media, and publication of phone numbers for information. The protocol will be in place by July 1, 2001. In addition to the formal protocol, members have the responsibility to communicate with and gather input from the entities they represent.

SUBMITTED TO ICCMH: **June 19, 2001**

APPROVAL DATE: **July 24, 2001**

DECISION: The ICCMH approved the following protocol for dissemination of information:

ICCMH:

- DHW will incorporate an ICCMH web page on its idahochild.org web site.
- The web site will have a brief overview of the ICCMH and its role as well as information on local councils and their roles.
- There will be a location for stakeholders to ask questions or provide input on the councils. The site will have a method of posting most frequently asked questions (FAQs) that can be viewed by stakeholders. Case or program specific questions would be referred to appropriate agency for response with cc to ICCMH.
- There will be a single e-mail location for all input/questions.
- ICCMH minutes (after approval), meeting dates and locations will be posted.
- Links will be established to the Lt. Governor's web page, DJC, SDE, and Federation of Families; reciprocal links will be established from those same parties.
- The common publication/booklet will be posted on this site as well as any other brochures.

DHW:

- DHW's home page will include a site for questions/input on children's mental health services.
- There will be a single e-mail box for all questions/input to be gathered.
- The mailbox will be accessed by identified staff who will distribute the question/comments to the appropriate DHW staff or other partner agencies or family advocacy groups for response.
- To assure a method of tracking questions and responses, final response will be sent back to the original mailbox to be distributed to the person posing the question. This process will enable DHW to have a record of questions/responses that could be available to the ICCMH for review at monthly meetings or on a quarterly basis.
- DHW will maintain the web site and update as needed.